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8 February 1965

MEMORANDUM FOR: Assistant Director, OCS
Assistant Director, OEL
Assistant Director, OSA
Assistant Director, OSI
Acting Assistant Director, ORD
Director, FMSAC
Chief, Special Projects Staff

SUBJECT: Project Review Meetings

1. Meetings to review some of the major projects in the Directorate will start at 1030 on Monday, 15 February, in the DD/S&T Projection Room (6E60) and continue in the order of precedence shown on the attached schedule. [Redacted] will keep each Assistant Director's office advised of the general progress of the meetings and the final meeting times.

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2. As for the November reviews, the objectives of these meetings are to update the Deputy Director on the progress and status of each project, to point up the principal problem areas, and to inform him of the current activity and planned action related to these areas.

3. It is requested that short memos (no longer than one page) be prepared on each item to summarize the contents of your reports. Each of these will be supplemented by comments from the meeting and consolidated into a record of the reviews.

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[Redacted]
C/P&P/DD/S&T

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